



Position Description: Finance and Grants Manager

Overview of FocusMaine

FocusMaine plays a unique role in Maine's economic development. Guided by a board of private-sector leaders, FocusMaine coordinates and sponsors a synergistic set of programs delivered by high-impact organizations to strengthen globally competitive and high-growth industries, build workforce skills for those sectors, and increase interest in pursuing careers in Maine. This work catalyzes jobs by strengthening businesses and their needed workforce and increases revenues by displacing imports and expanding markets beyond Maine. Learn more about FocusMaine at www.focusmaine.org.

Position Description

Oversees organizational budgets and finances and manages internal operations and connectivity related to pre- and post-award grants applications and ongoing management. The Manager develops and manages FocusMaine budgets; optimizes its financial and grants management systems, policies, processes, timelines, and controls; supports grant applications; and creates easy to understand budget reports for its leadership, Board members, funders, and partners.

This position requires significant financial and accounting skills and experience, preferably within a grant-funded, nonprofit environment. The person in this role should be very comfortable communicating complex financial information for diverse audiences. This individual will serve a mission-critical role as part of FocusMaine's team, executing integrated programmatic, fundraising, communications, and organizational success strategies with internal peers, external consultants, and Board members. The Manager will report to the President of FocusMaine.

Responsibilities and Duties of the Grants & Finance Manager

Financial Analysis and Compliance for Grants, Contracts, and other Agreements

- Coordinate all financial reporting for FocusMaine's grants and contracts by working closely with accountants and project leads to allocate expenses according to budget and allowable and allocable cost principles
- In collaboration with FocusMaine staff and partners, provide timely and accurate financial reports for funders to meet deadlines across all funding relationships
- Review and apply payroll allocation to grants and staff time and effort reporting to ensure compliance with funder and regulatory requirements
- Support FocusMaine's accounting firm on audits and agreed-upon-procedures as needed, providing documentation, and drafting responses to audit questions

- Support decision-making on grant expenses in coordination with staff and finance team, in accordance with the grant budget and funder requirements
- Keep abreast of accounting regulations and industry best practices with respect to revenue recognition and grant financial reporting for nonprofits

Accounting and Banking

- Working with the accounting firm, oversee accounts, ledgers, financial software, and reporting systems ensuring policies and procedures are in compliance with appropriate GAAP standards and regulatory requirements
- Complete bookkeeping tasks such as expense data and journal entries, adding and updating vendor information, uploading budgets, and creating custom reports in concert with the accounting firm
- Oversee banking, investment, and credit card activities and reconciliation
- Identify, evaluate, and advise FocusMaine on opportunities for improved financial operations, recordkeeping, and reporting

Budget Preparation and Reporting

- Project budgetary needs and cash flow both immediate and strategic
- Support the President and team in responding to and managing follow-up financial requests from funders
- Work closely with the FocusMaine's accounting firm to track budget adjustments and projections
- Lead the creation and presentation of the organizational fiscal year budget with the team, accounting firm, President, and Board
- Develop and review budgets for grant proposals aligned with organizational priorities, being responsive to funder interest in close coordination with the project team
- Manage day-to-day expenditures to ensure responsible stewardship of resources, including purchasing, invoicing, billing, reimbursements, and other financial operations as needed

Operations Coordination

- Liaise with FocusMaine's administrative, communications, fundraising, and program team members and consultants to ensure coordinated and effective approaches to operations
- Track all incoming grant agreements for their financial requirements and other terms to provide advice on their application, feasibility, and practical implementation
- Maintain organizational registrations, insurances, policies, and other regulatory documents
- Prepare, distribute, negotiate, and finalize contracts and agreements on FocusMaine's behalf with support from the President and in line with appropriate regulations
- Maintain grant, finance, fundraising, human resources, and other administrative documents and data in accordance with retention and document destruction policy
- Perform other financial and administrative projects and tasks as assigned

Required Qualifications and Abilities

- Bachelor's or Master's in Business Administration, Accounting, Finance, or other relevant educational background preferred. Appropriate and relevant experience may substitute for education.
- Demonstrated experience developing and managing operating budgets and grant budgets, preferably in a nonprofit environment

- Demonstrated understanding of federal and private grants and grant management best practices and regulations such as 2 CFR 200 Uniform Guidance and the Federal Acquisition Regulation
- Demonstrated proficiency with Excel, QuickBooks, Bill.com, Google Workspace, Airtable, and/or other relevant software
- Ability to work in a start-up environment and be adaptable, flexible, and bring an entrepreneurial spirit to the work
- Consistently seek improvements in processes and performance
- A collaborative team player with the ability to also work independently
- Well-honed written and verbal communication skills, including the ability to communicate complex financial information in easy-to-understand terms for diverse audiences
- Nonprofit, grant, and philanthropic funding environments preferred

Discrimination Statement

We do not discriminate based on age, physical or mental disability, sex, sexual orientation, gender or gender identity or expression, national origin, race, color, religion or sexual orientation, military service or veteran status, citizen status, or other characteristics protected by applicable federal, state, or local laws.

Salary and Benefits

The salary range for this position is \$75,000 - \$90,000 per year and is commensurate with experience. FocusMaine provides a range of competitive benefits.

To Apply

Please email a resume and a cover letter to Andrea Maker, FocusMaine President at info@focusmaine.org, with "FocusMaine Finance and Grants Manager" in the subject line. Applications will be considered on a rolling basis until the position is filled.